1. One master card for each of the five card forms and as many trailer cards as necessary are to be punched for each schedule of the 1945 RR Family Status Report.

2. Punch codes directly from schedule source as shown on the attached card forms. No codes are to be double punched, except the following, which may be double punched with code "X". All items to be double punched will be circled = (2X)

   a. Column 12 of trailer cards
   b. Net worth 1945 (Column 21 = control)
   c. Net worth B/A (Column 22 = control)
   d. Dollar change in working capital B/A – end 1945 (Col. 52 = card 3)
   e. Percent change in working capital B/A – end 1945 (Col. 53 = card 3)
   f. Dollar change in total owned B/A – end 1945 (Col. 54 = card 3)
   g. Dollar change in total owed B/A – end 1945 (Col. 55 = card 3)
   h. Dollar change in net worth B/A – end 1945 (Col. 56 = card 3)
   i. Percent change in net worth B/A – end 1945 (Col. 57 = card 3)
   j. Change in working capital B/A – beginning 1945, end 1945 (Col. 58 = card 3)
   k. Change in total owned B/A – beginning 1945, end 1945 (Col. 59 = card 3)
   l. Change in total owed B/A – beginning 1945, end 1945 (Col. 60 = card 3)
   m. Change in net worth B/A – beginning 1945, end 1945 (Col. 61 = card 3)

3. There are no sight punches. When the entries made in the field are to be punched directly from the schedule, enough zeros have been added to the entry to make up the required number of spaces allowed on the cards.

4. a. Skip Bar #1 will be used for cards 2 and 4. Columns 1 through 12 will be punched. Columns 13 through 35 will skip automatically and Columns 36 through 80 will be punched.

   b. Skip Bar #2 will be used for Card 3. Columns 1 through 12 will be punched. Columns 13 through 35 will skip automatically and Columns 36 through 62 will be punched. Columns 63 through 80 will be an automatic skip and will remain blank.

   c. Skip Bar #3 will be used for Card 5. Columns 1 through 12 will be punched. Columns 13 through 35 will skip automatically and Columns 36 through 71 will be punched. Columns 72 through 80 will be an automatic skip and will remain blank.

   d. No skip bar will be used on card X.

5. Trailer cards are to be punched for each card form when a large amount exceeds the column space allowed the particular item. There may be one or more additional punch card (trailer card) for a schedule and more than one field may be punched with an excess amount on the same trailer card. Each trailer card will have a double punch "X" in Column 12.

5. The form of the trailer card will be as follows:

Column	Item
1 - 6	Case number
7	Card number
8	Region
9 - 10	State
11 - 12	County, with an "X" over-punch in Column 12
13 - 35	Controls. These fields may be skipped and control information will be gang punched onto trailer cards
- -	Additional amount necessary punched in the respective Column field
Other columns	Blank

For example, Case 276,309 in Region 3, State 41 and County 08 has "Home Capital Goods Purchased" coded 1739 and three columns, 73-75, are allowed:

On the master card of card 4 for case number 276,309:

Column	Item
1 - 6	276,309
7	4
8	3
9 - 10	41
11 - 12	08
13 - 35	Controls (to be gang punched)
36 - 72	Punch as usual
73 - 75	999
76 - 80	Punch as usual

On the trailer card of card Form 4 for case number 276,309:

Column	Item
1 - 6	276,309
7	4
8	3
9 - 10	41
11 - 12	0(8X)
13 - 35	Controls
36 - 72	Blank
73 - 75	740
76 - 80	Blank

Therefore, the total of Columns 73 - 75, "Home Capital Goods Purchased" is 999 + 740 = 1739. The largest possible amount is punched on the master card and the remainder on the necessary number of trailer cards.

Card Design
Card X

No skip bar used

Column	Item	
1 – 6	1.	Case number
7		Card number X
8	2.	Region
9 – 10	2.	State
11 – 12	2.	County
13	4.	Year first RR loan
14	5.	Acres in farm 1945
15	6.	Acres in crops 1945
16	7.	Tenure 1945
17	10.	Tenure B/A
18	11a.	Working capital B/A
19	11c.	Working capital end 1945
20	12a.	Total owned B/A
21		Net worth 1945 (Computed)
22		Net worth B/A (Computed)
23		Cash farm income 1945 (Computed)
24		Net farm income 1945 (Computed)
25	23.	Gross family income 1945
26		Net family income 1945 (Computed)
27	30a.	Amount of RR loan 1945
28	32.	Amount of RR Delinquent 1945
29	33.	Amount of original RR loan
30	34.	Number of supplemental loans
31	35.	Total amount RR loan since coming on program
32		Gross farm income per $100 operating expense (Computed)
33		Net farm income per $100 working capital (Computed)
34		Delinquent or non-delinquent (see Item 32
35		Blank
36 – 39	5.	Acres in farm 1945
40 – 42	6.	Acres in crops 1945
43		Tenure change
44 – 48	11a.	Value working capital end crop year B/A
49 – 53	11b.	Value working capital beginning 1945
54 – 58	11c.	Value working capital end 1945
59 – 63	12a.	Total owned end crop year B/A
64 – 68	12b.	Total owned beginning crop year 1945
69 – 73	12c.	Total owned end crop year 1945
74 – 77	8.	Total acres in farm B/A
78 – 80	9.	Acres in crops B/A

Card Design
Card 2

Use skip bar 1
(Skip Columns 13 through 35)

Column		Item
1 - 6	1.	Case number
7		Card number 2
8	2.	Region
9 - 10	2.	State
11 - 12	2.	County
13 - 35		To be gang punched onto Card 2 from Card X
36 - 39	15.	Crop sales 1945
40 - 43	16.	Livestock sales 1945
44 - 47	17.	Livestock product sales 1945
48 - 51	18.	Conservation and special crop bonus payments
52 - 54	19.	Other farm income
55 - 58	20.	Off-farm work
59 - 61	21.	Other non-farm income
62 - 64	22.	Value food and fuel
65 - 68	26a.	Dairy products used 1945
69 - 71	26b.	Eggs used 1945
72 - 74	26c.	Meat used 1945
75	27.	Food storage
76 - 78	28a.	Fruits and vegetables canned 1945
79 - 80	28b.	Fruits and vegetables dried or stored 1945

Card Design
Card 3

Use skip bar 2
(Skip Columns 13 through 35 and 36 through 80

Column		Item
1 - 6	1.	Case number
7		Card number 3
8	2.	Region
9 - 10	2.	State
11 - 12	2.	County
13 - 35		To be gang punched onto Card 3 from Card X
36 - 37	29a.	Group services B/A
38 - 39	29b.	Cooperative associations B/A
40 - 41	29c.	Health associations B/A
42 - 43	29d.	Water associations B/A
44 - 45	29a.	Group services 1945
46 - 47	29b.	Cooperative associations 1945
48 - 49	29c.	Health associations 1945
50 - 51	29d.	Water associations 1945
52	a.	Dollar change working capital B/A, end 1945
53	b.	Percent change working capital B/A, end 1945
54	c.	Dollar change total owned B/A, end 1945
55	d.	Dollar change total owed B/A, end 1945
56	e.	Dollar change net worth B/A, end 1945
57	f.	Percent change net worth B/A end 1945
58	g.	Change working capital B/A, beginning 1945, end 1945
59	h.	Change total owned B/A, beginning 1945, end 1945
60	i.	Change total owed B/A, beginning 1945, end 1945
61	j.	Change net worth B/A, beginning 1945, end 1945
62	k.	Net farm income per crop acre

Card Design
Card 4

Column		Item
1 – 6	1.	Case number
7		Card number 4
8	2.	Region
9 – 10	2.	State
11 – 12	2.	County
13 – 35		To be gang punched onto Card 4 from Card X
36 – 39	13a.	RR Debt outstanding beginning 1945
40 – 43	13b.	RR Debt outstanding end 1945
44 – 48.	14a.	Total owed crop year B/A
49 – 53.	14b.	Total owed beginning 1945
54 – 58.	14c.	Total owed end 1945
59 – 60	24a.	Interest (on debts)
61 – 65	24a.	Farm operating expenses 1945
66 – 69	24b.	Cash family living expense
70 – 73	25a.	Farm capital goods purchased
74 – 76	25b.	Home capital goods purchased
77 – 80	31b.	1945 Downpayment on real estate

Card Design
Card 5

Column		Item
1 – 6	1.	Case number
7		Card number 5
8	2.	Region
9 – 10	2.	State
11 – 12	2.	County
13 – 35		To be gang punched onto Card 5 from Card
36 – 39	30a.	Amount RR loan 1945
40 – 43	30b.	Amount real estate loan 1945
44 – 46	30c.	Amount non–RR, non–real estate loan 1945
47 – 50	31a.	Amount paid on RR debt 1945
51 – 54	31b.	Amount paid on real estate debt 1945
55 – 57	31c.	Amount paid on non–RR, non–RE debt 1945
58 – 60	32.	Amount RR delinquent end 1945
61 – 64	33.	Amount of original RR loan
65 – 66	34.	Number supplemental loans
67 – 70	35.	Total amount RR loan
71		Percent total RR loan outstanding (Computed)